

## **ADVANCED STANDING EXAMINATIONS (ASE) FOR UNDERGRADUATE COURSES**

Advanced Standing Examinations for undergraduate courses are intended only for those students who have learned the equivalent, in formal or informal training, of the academic content being presented in the undergraduate course in question. To secure approval for such an examination, a student must obtain the written permission of the department chair and dean of the college in which the course is taught prior to the end of late registration in any long semester or the summer term. A fee of \$50 per semester credit hour – which may be changed without notice upon request by the chair and approval of the dean and provost – must be paid in advance of the examination to the Cashier's Office. Application forms are available in the office of each department chair and dean, and a copy is posted on the Academic Affairs website. Advanced Standing Examinations will not be approved for skill courses or graduate courses, and each college and/or department will maintain and post on its website a list of the courses (if any) approved for completion through Advanced Standing Examinations. A student may not use the university's Grade Replacement Policy and an Advanced Standing Examination to improve a course grade. The grade a student earns on an Advanced Standing Examination is awarded for the course (A- F), and will appear on the academic transcript with a notation indicating credit by Advanced Standing Examination. Credit earned through an Advanced Standing Examination is equivalent to credit earned by taking the course, and may be used to satisfy bachelor's degree requirements as defined in the catalog under "Degree Requirements."

The process for gaining approval to take an Advanced Standing Examination in a particular undergraduate course and for completing the examination and receiving a grade is as follows.

- 1) The student schedules an appointment with the chair of the department in which the course is offered to request credit by Advanced Standing Examination.
- 2) The chair informs the student of the existence of CLEP examinations, if appropriate, and the difference between these and the ASE.
- 4) The student must convince the chair that he/she has the potential to complete successfully an ASE, based upon prior study/learning, whether formal or informal (documented, if possible). If that is the case, the chair signs the ASE Request Form tentative approval line (top portion of the request form), ensures that the information appearing above his/her signature is complete and accurate, and gives it to the student.
- 5) If the chair is convinced that the administration of an ASE is appropriate, he/she then seeks a faculty member who is willing to: (a) meet no more than twice with the student to discuss the specific content which the ASE will cover as well as inform the student of the textbook(s) currently used in the course; (b) develop a comprehensive final examination for the course (i.e., the ASE); (c) administer, monitor, and grade the examination; and (d) submit the appropriate course grade (A-F) to the Office of the Registrar in 109 Wimberly Building.
- 6) In the event that the chair finds a faculty member willing to do the above, the chair contacts and meets again with the student, signs the final approval line of the second section of the ASE Request Form, ensures that the information appearing above the faculty member's signature line is complete and accurate, and returns it to the student.
- 7) The student must obtain the signature of the faculty member (normally at the meeting described in item 4) above) and the dean, and then takes the signed document to a Teller at the window on the first floor of the Wimberly Building, where he/she pays the fee and obtains a receipt. (Note: The student retains the form, and attaches the receipt to it.)
- 8) The student returns to the faculty member and provides him/her with the form and receipt indicating that the fee has been paid, which is the impetus for the creation of the ASE by the faculty member and the establishment of a date and time for the administration of the ASE.
- 9) The faculty member administers, monitors, and grades the ASE, submits the grade via memorandum to the Records Office, and informs the student (in writing) of the grade awarded.
- 10) This concludes the process, though the grade can be appealed through the normal Grade Appeal Process.

**[Approved 2/1/12, Revised 11/3/14]**

**ADVANCED STANDING EXAMINATION (ASE) REQUEST FORM  
(PLEASE PRINT ALL INFORMATION)**

NAME: \_\_\_\_\_ STUDENT ID#: **L** \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ LOCAL PHONE: \_\_\_\_\_

COURSE PREFIX: \_\_\_\_\_ COURSE NUMBER: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_

DEPARTMENT CHAIR\*: \_\_\_\_\_

TENTATIVE APPROVAL TO TAKE ASE INDICATED ABOVE: [  ] YES [  ] NO

CHAIR'S SIGNATURE/DATE: \_\_\_\_\_

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COLLEGE: \_\_\_\_\_ EXAM FEE: \_\_\_\_\_

FINAL APPROVAL TO TAKE ASE INDICATED ABOVE: \_\_\_\_\_  
\*CHAIR'S SIGNATURE/DATE

FACULTY MEMBER WHO WILL ADMINISTER ASE INDICATED ABOVE:

NAME: \_\_\_\_\_ OFFICE LOCATION: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

Note: Chair completes this information, signs above, retains a copy, and gives original to the student. The student schedules a meeting with the faculty member. \*The "chair" refers to the chair of the department in which the course is offered.

FACULTY MEMBER: \_\_\_\_\_ DATE OF MEETING: \_\_\_\_\_  
SIGNATURE/DATE

APPROVAL OF DEAN: \_\_\_\_\_  
SIGNATURE/DATE

Note: Student retains this form, takes it to a Teller in the Cashier's Office, 1<sup>st</sup> Floor of Wimberly, and pays the fee (\$50/credit hour). Student must obtain a receipt, attach it to the signed form, and give it to the faculty member in order to schedule the ASE examination.

DATE/TIME/LOCATION OF ASE: \_\_\_\_\_ Faculty Initials: \_\_\_\_\_

Note: When ASE is scheduled above and initialed, faculty member retains this form and sends copies to Dean, Chair, and Student.